



## ***Civilian Human Resources Agency***



# **Civilian Recruitment in the 21<sup>st</sup> Century : A USA Staffing® Briefing for**





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### **Why the Change from Resumix?**

- Defense Enterprise Hiring Solution
  - A single hiring process and tool used by all components of DOD
  - USA Staffing is an interim solution
- Why USA Staffing was chosen
  - Resumix not favored by other components as a solution
    - Negative stigma to Resumix
    - Resumix is an unsupported software
  - Integrated with USAJobs
  - Supports OPM's end-to-end hiring model
  - Supports Presidential Hiring Reform initiatives



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# **CHRA Implementation**

- Piloted in select locations since March 2010
- Full transition over two years
  - Beginning January 2011
  - Ending April 2012
  - By CPAC
- During transition
  - Vacancies filled under Resumix or USA Staffing procedures
  - [www.armycivilianservice.com](http://www.armycivilianservice.com) will post all announcements
  - Individual announcement will link directly to USAJobs or include familiar self-nomination procedures
  - Follow instructions in the job announcement





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### **Changes for Selecting Officials**

- **Selection Manager**
  - The hiring official's online interface to USA Staffing®
    - View/share certificate
    - View resumes & cover letters
    - Make notes
    - Annotate/return selection
    - Track the status of multiple certificates
  - Available online from any location (e.g., TDY)
  - Use of Assessment Questionnaires



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# **Changes for Applicants**

- **Apply through USAJobs/Application Manager**
  - Create/store up to 5 different resumes
  - Submit supporting documentation
  - Track status of all applications
  - View messages sent regarding status
    - Initial acknowledgment of receipt of application package
    - Qualifications/referral notification
    - Non-selection notification
- **Application package vs. Resume**
  - Includes resume, assessment questionnaire responses and supporting documents
  - Everything required before the close of the announcement



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# **Application Package**

- **Resume**
  - Able to tailor resume to specific job opportunities
  - Must include complete dates (month/year) and hours worked per week for each employment period.
  - May be in the format of your choice
  - Can be created using USAJobs template or copied/pasted from Resumix into USAJobs template
  - Must be uploaded under “Resume” in order to receive consideration
  - Only one resume per application will be considered





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# **Application Package**

- Assessment Questionnaire
  - Serves two purposes
    - To determine eligibility
    - To determine qualifications
  - Eligibility and qualification determinations based on selected responses to a series of questions
  - Better demonstrate job specific qualifications



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# **Application Package**

- Supporting Documents
  - Clearly specified in the announcement to establish eligibility and qualifications
    - Notification of Personnel Action ( i.e., SF-50 or DA-3434)
    - DD-214, SF-15, Veterans Administration Letter; Request for Terminal Leave
    - Transcripts
    - Licenses/certifications
    - Additional documentation as required in the vacancy announcement
  - Upload to Applicant Manager and reuse for all future applications





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# **How To Apply to Army Jobs**

- Search for current Army vacancies at [www.armycivilianservice.com](http://www.armycivilianservice.com) and click on “Job Search”
- Specific instructions on submitting an application package can be found by clicking on “How to Apply”
- Start the application process by clicking “Apply Online” from the job announcement
- Login or create your USAJobs account
- Click on “Apply for this position now!”
- You will be directed to “Application Manager” and click on “Proceed with my Application”
- Complete required information



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### **Army Deployment Schedule**

- Piloting in select locations since March 2010
- Full transition over two years
  - Beginning January 2011
  - Ending April 2012
  - By CPAC
    - Fort Sam Houston February 2012
  - NAF and APF HR offices may transition on different dates



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# **QUESTIONS?**